



CERTIFICATE OF USE/LOCAL BUSINESS TAX RECEIPT SUBMITTAL REQUIREMENTS

Before we accept the applications the following must be collected:

- ☐ **APPROVED** USE REQUEST FORM
(The use must be approved by the Planning & Zoning Director prior to submitting any of the following documentation)
- ☐ CUTLER BAY CERTIFICATE OF USE APPLICATION (Upfront Fee \$ 35.00)
- ☐ LEASE AGREEMENT (MUST have signatures from landlord and tenant)
(Home Based Business (Lessee must have Owner approval))
- ☐ FLOOR PLAN SHOWING DIMENSIONS AND WHERE THE OFFICE IS LOCATED (Home Based Business Only)
- ☐ HOME OCCUPATION AFFIDAVIT MUST BE COMPLETED (Home Based Business Only)
- ☐ AHCA CERTIFICATE (ALF/Assisted Living Facility Only)
- ☐ AGENCY FOR PERSONS WITH DISABILITIES CERTIFICATE OF LICENSE (Group Home Only)
- ☐ PARKING PLAN
- ☐ FIRE PERMIT CERTIFICATE (or fire inspection report indicating no violations are present)
(Ph: 786-331-4800/https://www8.miamidade.gov/fire/fire_prevention_request_form.asp)
- ☐ APPROVAL FROM THE DEPARTMENT OF ENVIRONMENTAL RESOURCE MANAGEMENT (DERM) & WATER AND SEWER DEPT. (11805 SW 26 St. Mia FL 33175/PH: 786-315-2800/2819)
- ☐ TOWN OF CUTLER LOCAL BUSINESS TAX RECEIPT APPLICATION (fee depends on type of business)
- ☐ MIAMI-DADE LOCAL BUSINESS TAX RECEIPT (200 NW 2 Ave Mia FL 33128/PH: 305-270-4949
<https://miamidade.county-taxes.com/btexpress>)
- ☐ FEDERAL IDENTIFICATION NUMBER OR EMPLOYEE IDENTIFICATION NUMBER (PH:1-800-829-4933/<https://www.irs.gov>)
- ☐ PROOF OF STATE OF FLORIDA REGISTRATION DOCUMENTATION (such as Articles of Incorporation, LLC or Fictitious Name from <https://dos.myflorida.com/sunbiz>)
- ☐ STATE LICENSE (If Applicable)